



Adopted May 9, 2006  
Ordinance effective May 19, 2006  
Charter effective June 28, 2006

### General Election Procedures

1. Elections will be held biennially on the first Tuesday in August or other times as required.
2. Polling places will be open from 8:00 a.m. to 8 p.m. for all City elections. A voter in line at 8:00 p.m. will be allowed to cast their vote.
3. Any qualified voter who may be absent from the City on the day of the election, or who is otherwise prevented from being personally present to vote at the poll location may vote as an absentee voter.
4. A voter that has been issued an Absentee Ballot **May Not** vote using a regular ballot on Election Day. The Chief Judge will determine the voter's eligibility for a Provisional Ballot.
5. Election Judges may provide assistance to voters, who due to physical infirmity may have difficulty in voting. The City shall make appropriate provisions for handicapped voters.
6. A voter may not be accompanied into the voting booth by any person over the age of 5 years old.
7. Write-in votes are prohibited in all City of Brunswick elections.
8. Nominations of candidates for mayor and council members shall be made by petition; provided each such petition shall be signed by at least twenty (20) registered voters and filed with the City Administrator or designee thirty (30) days prior to the date of any City election.
9. The signers of such petitions must be registered voters qualified to vote for the person whose name is presented and nominated for a place on the official ballot and shall make oath as prescribed on the petition.
10. In computing time for the performing of any other act under this Ordinance, Saturday, Sunday, or a legal holiday shall be included, except when the day on which notice should be given, or an act performed, occurs on a Saturday, Sunday or legal holiday, in which case the notice shall be given or the act performed on the next regular business day following such Saturday, Sunday, or legal holiday.
11. In such computation the date of giving notice or performing any act and the day of registration or election shall be excluded.
12. A filing fee of ten (10) dollars shall accompany petitions for any office.

13. The City Administrator shall provide for the distribution of this Ordinance to all candidates for public office at the time such candidate(s) file for election and shall prepare and include such distribution to each candidate forms required by this Ordinance.
14. No person or entity shall canvass, electioneer or post any campaign material in any Polling Place or within a 100-foot radius from any entrance or exit used by voters where the ballots are cast at a Polling Place.
15. Any person found guilty of illegal electioneering shall be fined by the Brunswick Police Department not less than fifty dollars (\$50.00) or more than five hundred dollars (\$500.00).

#### **Absentee Ballots – Attachment A & B**

1. Absentee ballots may be obtained from City Hall at any time after the official voting roles have been closed by Frederick County 21 days prior to the election.
2. Absentee Ballot Applications must be completed with certification of assistant, if required, and other terms prior to issuance.
3. Absentee ballots may be mailed to requestors' no later then one (1) calendar week prior to the election and must be received by mail at City Hall no later then the day of the election.
4. Absentee ballots may also be cast in person at City Hall up to the day before the election.

#### **Provisional Ballots**

1. A provisional ballot is a safeguard that ensures that no individual who asserts that he or she is registered and eligible to vote will be prevented from casting a ballot on Election Day.
2. Provisional Ballots may be issued for the under the following conditions:
  - a) Not on voting register.
  - b) Unable to provide required identification.
  - c) Received an absentee ballot provided the voter alleges the absentee ballot has not been cast.
  - d) An Election Judge challenges voter identity.

### **Board of Election Supervisors – “The Board”**

1. Not less than 60 days prior to the date for any City election, the Mayor, with the advice and consent of the council, shall appoint three (3) qualified voters of the City to serve as a Board of Election Supervisors. The term of appointment shall be from the date of appointment until 60 days after the date of the election, unless otherwise extended by the Mayor, with the advice and consent of the Council.
2. The members of the Board of Election Supervisors shall be persons of high character and integrity. They shall be legal residents and registered voters of the City of Brunswick.
3. The Board of Election Supervisors shall elect a President. All questions will be decided by majority vote.
4. The Board of Election Supervisors shall generally supervise the conduct of the system of registration and all elections in accordance with the provisions of the Charter and the ordinances of the City of Brunswick.

### **Chief Judges**

1. Chief Judges are the supervisory officials in charge of the polling place and appointed by the Board of Election Supervisors.
2. Chief Judges are responsible for, but limited to, the following polling place operational issues;
  - a) Ensure Election Judges conduct themselves appropriately and adhere to all election procedures and/or regulations.
  - b) Timely opening and closing of the polls.
  - c) Certify accuracy of blank ballots.
  - d) Distribute necessary materials at polling place, e.g., voter registration list, specimen ballots, etc.
  - e) Make certain voting machines are prepared for operation.
  - f) Ensure exterior polling place activities are conducted per Election Ordinances and regulations, i.e., one hundred foot limit, voter entrance and exit integrity maintained, etc.
  - g) Conduct and/or supervise the collection and tabulation of votes. This may be conducted through a manual count or electronic means.
  - h) Ensure integrity of absentee and provisional ballots are maintained.
  - i) Certify by signature the tabulation of votes.
  - j) Ensure adequate staffing is maintained at the polling place.

## **Election Judges**

1. Board of Election Supervisors (Board) shall appoint the following election judges with the appointment occurring not less than 45 days preceding the date of the election:  
  
    Two (2) Chief Judges  
    Two (2) Machine Judges  
    Three (3) Book Judges
2. Election Judges shall only allow properly registered voters to cast a vote. Others will be referred to the Chief Judge for Provisional Ballot consideration.
3. All Election Judges must be residents and registered voters of the City. Election judges will be under the supervision of the Board. They must be able to speak, read, and write English during their appointment as a judge. A judge must not hold, nor be a candidate for any elective public office, or affiliated with any candidate, slate or committee as a treasurer or campaign manager.
4. Judges responsibilities are, but not limited to, the following;
  - a) Staff the registration and check-in tables.
  - b) Issue ballots.
  - c) Assist with the operation of voting machines.
  - d) Assist with tabulation of votes, as directed.
  - e) Assist with opening and closing of polls.
  - f) Verify registration and address of voter, recording same in voting register.
5. Two (2) Judges will staff check-in tables, one each of Machine and Recording Judges.
6. Judges are prohibited from any form of electioneering during the performance of their duties.
7. Judges must report to the polling place by 7:15 a.m. and will remain without leaving for the duration of the election and until the votes have been counted.
8. In the event a Judge cannot perform his/her duties due to emergency, the Judge will contact the Mayor, City Administrator, and/or a Chief Judge. The Judge will not secure his/her own replacement.
9. Training for Election Judges shall follow the County Board of Elections manual as prescribed for the last preceding County election, unless a different style of voting machine is used, then other appropriate training will be conducted. The Board of

Supervisors or their agent must conduct training at least one week prior to the election.

10. Each Judge shall take and subscribe to the oath of office, before the Board of Elections, which oath shall be printed in a book for that purpose and shall be substantially in the following form:

*"I, \_\_\_\_\_ residing at \_\_\_\_\_ in the City of Brunswick, in the State of Maryland, do solemnly swear (or affirm) that I am a legal voter of said City, that I support the Constitution of the United States and that I will be faithful and bear allegiance to the State of Maryland and support the Constitution and laws thereof and that I will faithfully and honestly without fear, partiality or prejudice, according to the best of my ability, discharge the duties of Election Judge for the City of Brunswick, according to the law.*

11. Compensation for each serving judge will be set and adopted from time-to-time by the Mayor & Council.

#### **Election returns, certification, and preservation of ballots**

1. The Election Judges at every election requiring a decision of the voters, immediately after the polls are closed, shall count the ballots cast.
2. The person receiving the highest number of votes for mayor shall be declared elected as mayor. The person(s) receiving the highest number of votes for council member shall be declared as elected council member. A majority vote shall be declared for or against any petition or question on the ballot.
3. The Chief Judges shall verify the results and cause a copy of the unofficial results to be posted on the exterior of the main entrance to the polling place. The Chief Judges will secure all the voting devices and safely secure all ballots, electronic memory devices and other such voting documentation. The Chief Judges will together, take the containers to City Hall, where the City Administrator will secure the containers.
4. The Board will convene within one week of the date of the election. The Board, prior to certification, shall review unofficial results of the election and consider provisional ballots for inclusion in the official tally. Additional votes allowed will be added to the total count to produce a certified official election of candidates, petitions, or questions.
5. All cast ballots and the official results shall be maintained by the City of Brunswick for at least two (2) years from the date of the election.

### Challengers or Watchers

1. A challenger or watcher is a registered voter designated to be in a polling place by a candidate, political party, or other group for the purpose of observing an election.
2. A certificate signed by any candidate, or committee and approved by the Board of Election Supervisors shall be sufficient evidence of the right of the individual to be present in the Polling Place.
3. The only grounds for a challenge in the Polling Place are a voter's identity.
4. These individuals may observe the set up of the voting machines or other devices used for the collection of ballots, voting throughout the day, and the closing procedure, i.e., collection and counting of ballots, and tabulation of results.
5. It is unlawful for any challenger or watcher to inquire for which candidate a voter intends to vote, to converse in the Polling Place, or to assist any voter.
6. Challengers and watchers may not interfere with or obstruct any election place or Election Judge in the proper performance of their job.
7. If an individual commits any of these prohibited acts, a Chief Judge may revoke the certificate and escort the individual from the Polling Place.

### CAMPAIGN FINANCING

1. Each candidate for election to office may appoint one treasurer and must file the name and address of the treasurer with the Board of Election Supervisors.
2. Every candidate for election to public office shall maintain a separate bank account for deposit of all contributions. Each such bank account shall be opened in accordance with all applicable state and federal banking laws and be registered in a manner that identifies it as the account of the candidate.
3. Personal expenses of the candidate for filing fees, telegrams, telecopier, electronic mail, telephoning, travel, and board shall not be considered contributions if paid for by the candidate.
4. No candidate or treasurer shall accept any contribution from an unidentified person or organization in furtherance of the candidate's nomination or election.
5. A **contribution** is a payment or receipt of a gift or transfer of money or other thing of value by to any candidate, candidate's representative, or campaign committee to

promote or assist in the success or defeat of any candidate(s), campaign committee, or proposition, or question submitted for vote at any City election.

6. An **expenditure** is a disbursement of any gift or transfer of money or other thing of value by any candidate, treasurer, candidate's representative, or campaign committee to promote or assist in the success or defeat of any candidate(s), campaign committee, or proposition submitted for vote at any city election.
7. Corporate contributions, as well as contributions from any other business entities, political clubs, political committees, political action committees, federal committees and labor unions are allowed. If a contribution is from any of the foregoing entities, the name and address of the entity itself shall be entered in the candidate's records and in the campaign finance reports.
8. It is unlawful for any individual, association, unincorporated association, corporation, or any other entity, either directly or indirectly, to contribute in any election cycle any money or thing of value greater than five hundred dollars (\$500) to any single candidate or campaign committee, or to contribute money in excess of one hundred dollars (\$100) except by check.

### **Reporting**

1. All candidates, regardless of whether the candidate receives any contributions or withdraws subsequent to the election, are required to file election reports.
2. Every candidate, or his treasurer, shall file a report of contributions and expenditures in accordance with the provisions of this section on forms prescribed by the Board of Election Supervisors.
3. The report shall be filed with the Board of Election Supervisors not later than ten (10) days following the date of the City election.
4. The report shall contain:
  - (1) The name and address of the candidate;
  - (2) The name and address of the treasurer, if appointed;
  - (3) Date of the report;
  - (4) Name and address of each contributor;
  - (5) The dollar amount of each contribution, or if not money, a description and estimated value of such non-monetary contributions;
  - (6) The name and address of each expenditure
  - (7) The dollar amount and nature of each expenditure
  - (8) Written verification by the candidate and treasurer, if appointed.
5. The board shall maintain all reports for a period of one (1) year.



6. Reports shall be made available for public inspection during normal business hours through the City Administrator, or designee.

#### **Enforcement and penalties**

The Board of Election Supervisors shall aid in the prosecution of all offenses under this Ordinance. Except as otherwise provided herein, any person who fails to perform any duty required of him under provision of this Ordinance; or willfully violates any provision of this Ordinance is guilty of a municipal infraction and shall be punished with a fine of not more than four hundred (\$300.00) dollars.

Adopted and approved by Mayor and Council May 9, 2006, Ordinance effective May 19, 2006, Charter amendment effective June 28, 2006.

#### **Attachments:**

- A. Absentee Ballots
- B. Absentee Ballot Application
- C. Candidate Forms
- D. Ethics Information



## CHARTER

### ARTICLE II. ELECTIONS

#### Section 16-10

#### Section 16-10 ( Formerly 16-15, 16-22, 16-35) Election of Mayor and Councilmen

- (a) On the first Tuesday in August in the year 1956 there shall be selected by the qualified voters of the City of Brunswick, a mayor for the City of Brunswick who shall be a person of known integrity, experience and sound judgement, at least twenty-one years of age, a citizen of the United States, and for not less than one year preceding the election a resident of the City.
- (b) The council shall consist of six members at large who shall hold office for four years or until the qualifications of the successors. Each shall be at least twenty-one years of age, a citizen of the United States, and for one year preceding the election, a resident of the city.
- (c) On the first Tuesday in August in the year 1956 there shall be selected by the qualified voters of the City of Brunswick, three councilmen who shall on the first Tuesday in August in the year 1958 there shall be selected by the qualified voters of the City of Brunswick, three councilmen who shall have certain qualifications as hereinafter prescribed, and who shall hold office for a term of four years or until his successor is duly elected and qualified.
- (d) Candidates for the above named offices are nominated by petition for the general election.
- (e) The City of Brunswick does not conduct Primary Elections.
- (f) The Council may by ordinance provide for other details and procedures not herein enumerated.

(Code 1930, art. 11, & 34; 1943, ch. 740, & 1; 5-10-56, & 1; 4-11-61, & 1; 8-9-66, & 1; Char. Res. 2-12-74; Res. 12-13-77; Char. Res. 2-93, 7-14-93.) (Rev. 9/93) (Rev. 5/06)

Section 16-19, 20, 21

Include in Charter.



## **ORDINANCE 436**

### **Fair Election Practices**

#### **Definitions**

As used in this chapter, the following terms shall have the meanings indicated unless a contrary meaning is clearly intended from the context in which the term appears:

**Board of Election Supervisors**, herein referred to as “**The Board**”; three (3) qualified voters who not less than 60 days prior to the date for any City election, will be appointed by the Mayor, with the advice and consent of the council to supervise and oversee the election process as detailed in this Ordinance.

**Campaign Committee**; a combination of two (2) or more persons appointed by a candidate(s), or any other group of persons formed in a manner which has as a principal purpose to assist in the promotion of the success or defeat of any candidate(s) or proposition or question submitted for vote at any city election.

**Campaign Fund Report**; contributions, transfers, expenditures, outstanding obligations and loans as required this Ordinance.

**Campaign Material**; tangible material principally intended to promote the success or defeat of any candidate(s) or proposition, or question which has been, will be, or is sought to be submitted to a vote at any City election, including, but limited to, a pamphlet, circular, card, sample ballot, poster, advertisement, button, or any other printed, multi-graphed, photographed, typewritten or which may be copied by any device or method for publication and/or distribution relating to or concerning any candidate or the acceptance or defeat of any proposition or question. It also includes to any website designed and maintained to promote the success or defeat of any candidate(s) or proposition, or question, which has been, will be, or is sought to be submitted to a vote at any city election.

**Candidate**; an individual who seeks, and/or accepts nomination for election in a primary, or qualifies under the rules and regulations of a State recognized party for election to a city office.

**Challengers or Watchers**; A registered voter designated to be in a polling place by a candidate, political party, or other group for the purpose of observing an election.

**Committee**; candidate committee, campaign committee, slates, central party committee, political action committee (PACs) and ballot issue committee.

**Contribution**; payment or receipt of a gift or transfer of money or other thing of value by to any candidate, candidate's representative, or campaign committee to promote or assist in the success or defeat of any candidate(s), campaign committee, or proposition, or question submitted for vote at any City election.

**Election;** any general, primary, special or recall opportunity to vote in accordance with the provisions outlined in the City Charter.

**Expenditure;** disbursement of any gift or transfer of money or other thing of value by any candidate, treasurer, candidate's representative, or campaign committee to promote or assist in the success or defeat of any candidate(s), campaign committee, or proposition submitted for vote at any city election.

**Polling Place;** the City Park Building or other location designated by the Mayor and Council where registered voters go to cast their votes in a City election.

**Registration;** act by which a resident of the City becomes qualified to vote in any City election.

**Treasurer;** any person appointed by a candidate or campaign committee to receive and disburse funds or other things of value during an election cycle.

**Walk-around Services;** Include, but not limited to communicating a voting preference or choice in any manner, stationing any person or object along the path to the poll, distributing campaign literature, electioneering or canvassing, performed while polls are open.

### **General Election Procedures**

It shall be the duty of the Mayor and Council to provide for each general, special or recall election a suitable place(s) for voting, ballot boxes, ballots and/or voting machines.

The name of each qualified candidate for elective office shall be arranged alphabetically (or as determined by County procedures) and include when warranted special petitions or referendums to be decided by vote.

Polling places will be open from 8:00 a.m. to 8 p.m. for all City elections. A voter in line at 8:00 p.m. will be allowed to cast their vote.

Any qualified voter who may be absent from the City on the day of the election, or who is otherwise prevented from being personally present to vote at the poll location may vote as an absentee voter.

Election Judges may provide assistance to voters, who due to physical infirmity may have difficulty in voting. The City shall make appropriate provisions for handicapped voters.

Write-in votes are prohibited in all City of Brunswick elections.

The provisions of this article shall apply to all elections in which ballots shall be cast pursuant to provisions of this chapter.

The City Administrator shall distribute this article to all candidates for public office at the time such candidate(s) file for election and shall prepare and include such distribution to each candidate forms required by this article.

The City shall publish in a newspaper published or circulated in Brunswick details of the pending election, to include, polling place, date, and object of election.

(Code 1930, art. 11. & 34; 1943, ch 740, & 1; 5-10-56, & 1; 4-11-61, & 1; 8-9-66, & 1; Char. Res. 2-12-74; Res. 12-13-77; Char. Res. 93, 7-14-93), (Rev. 9/93), (5/06)

### **Absentee Ballots**

Absentee ballots may be obtained from City Hall at any time after the official voting roles have been closed by Frederick County 30 days prior to the election.

Absentee Ballot Application must be completed with certifications, if required, and terms agreed to prior to issuance.

Absentee ballots may be mailed to requestors' no later then one (1) calendar week prior to the election and must be received by mail at City Hall no later then the day of the election.

Absentee ballots may also be cast in person at City Hall up to the day before the election.

A special voting box (machine) will be designated by the Election Judges/Supervisor for absentee ballots.

### **Provisional Ballots**

A provisional ballot is a safeguard that ensures that no individual who asserts that he or she is registered and eligible to vote will be prevented from casting a ballot on Election Day.

Provisional Ballots may be issued for the under the following conditions:

- 1) Not on voting register.
- 2) Unable to provide required identification.
- 3) Received an absentee ballot provided the voter alleges the absentee ballot has not been cast.
- 4) Voter identity is challenged by an Election Judge.

### **Nomination of Candidates (formerly Charter, Section 16-14)**

Nominations of candidates for mayor and council members shall be made by petition; provided each such petition shall be signed by at least twenty (20) registered voters and filed with the City Administrator or designee thirty (30) days prior to the date of any City election.

The signers of such petitions must be registered voters qualified to vote for the person whose name is presented and nominated for a place on the official ballot and shall make oath as prescribed on the petition.

A filing fee of ten (10) dollars shall accompany petitions for any office.

(Code 1930, art. 11, & 34; 1943, ch. 740, & 1; Char. Res. 7-11-72; Char. Res. 12-11-73; Char. Res. 2-93, 7-14-93) (Rev. 9/93) (5/06)

### **Board of Election Supervisors – “The Board”**

Not less than 60 days prior to the date for any City election, the Mayor, with the advice and consent of the council, shall appoint three (3) qualified voters of the City to serve as a Board of Election Supervisors. The term of appointment shall be from the date of appointment until 60 days after the date of the election, unless otherwise extended by the Mayor, with the advice and consent of the Council.

The members of the Board of Election Supervisors shall be persons of high character and integrity. They shall be legal residents and registered voters of the City of Brunswick.

The Board of Election Supervisors shall elect a President. All questions will be decided by majority vote unless otherwise provided in this Charter.

The Board of Election Supervisors shall generally supervise the conduct of the system of registration and all elections in accordance with the provisions of this Charter and the ordinances of the City of Brunswick.

### **Computation of Time**

In computing time for notice to be given, or for the performing of any other act under this Article, Saturday, Sunday or a legal holiday shall be included, except when the day on which notice should be given, or an act performed, occurs on a Saturday, Sunday or legal holiday, in which case the notice shall be given or the act performed on the next regular business day following such Saturday, Sunday or legal holiday. In such computation the date of giving notice or performing any act and the day of registration or election shall be excluded.



**Election Judges (formerly Charter, Section 16-16, as amended)**

Board of Election Supervisors (The Board) shall appoint the following election judges with the appointment to occur not less than 45 days preceding the date of the election:

Two (2) Chief Judges  
Two (2) Machine Judges  
Three (3) Book Judges

All Election Judges must be residents of the City and registered voters. Election Judges will be under the supervision of the Board. Election judges must be able to speak, read and write English during the time of acting as a judge; must not hold nor be a candidate for any elective public office, nor be affiliated with any candidate, slate or committee as a treasurer or campaign manager.

Election Judges are prohibited from any form of electioneering during the performance of their duties.

Election Judges may not leave the Polling Place at any time.

Training for Election Judges shall follow the County Board of Elections manual as prescribed for the last preceding County election, unless a different style of voting machine is used, then other appropriate training will be conducted. Training must be conducted the Board of Supervisors or their agent, at least one week prior to the election.

Each Judge shall take and subscribe to the oath of office, before the Board of Elections, which oath shall be printed in a book for that purpose and shall be substantially in the following form:

"I, \_\_\_\_\_ residing at \_\_\_\_\_ in the City of Brunswick, in the State of Maryland, do solemnly swear (or affirm) that I am a legal voter of said City, that I support the Constitution of the United States and that I will be faithful and bear allegiance to the State of Maryland and support the Constitution and laws thereof and that I will faithfully and honestly without fear, partially or prejudice, according to the best of my ability, discharge the duties of an officer of registration and of Election Judge for the City of Brunswick, according to the law.

Compensation for each serving judge will be set and adopted from time-to-time by the Mayor & Council.

(Code 1930, art.11, § 34; 1943, ch. 740, § 1; Char. Res. 2, 12-74)

### **Election - returns, certification and preservation of ballots (formerly Charter, Section 16-17)**

The Election Judges at every election requiring a decision of the voters, immediately after the polls are closed, shall count the ballots cast. The person receiving the highest number of votes for mayor shall be declared elected as mayor. The person(s) receiving the highest number of votes for council member shall be declared as elected council member. A majority vote shall be declared for or against any petition or question on the ballot.

The Chief Judges shall verify the results and cause a copy of the unofficial results to be posted on the exterior of the main entrance to the polling place. The Chief Judges will secure all the voting devices and safely secure all ballots, electronic memory devices and other such voting documentation. The Chief Judges will together, take the container to City Hall, where the City Administrator secure the container.

Certification of the election by the Board will take place within one week of the date of the election, depending on the use of absentee and/or provisional ballots. The Board, prior to certification, shall cause all absentee and/or provisional ballots to be cast in the same manner as was done on Election Day. Those votes cast will be added the votes from election to produce a certified official election of candidates and/or petitions or questions.

All cast ballots and the official results shall be maintained by the City of Brunswick for at least two (2) years from the date of the election.

(Code 1930, art. 11 & 34; 1943, ch. 740, &1; Char. Res. 2-12-74; Char. Res. 2-93, 7-14-93, Ord. 5/06)

### **Challengers or Watchers**

These individuals may observe the set up of the voting machines or other devices used for the collection of ballots, voting throughout the day, and the closing procedure, i.e., collection and counting of ballots, and tabulation of results. It is unlawful for any challenger or watcher to inquire for which candidate a voter intends to vote, to converse in the Polling Place, or to assist any voter.

A certificate signed by any candidate, or committee and approved by the Board of Election Supervisors shall be sufficient evidence of the right of the individual to be present in the Polling Place. Challengers and watchers may not interfere with or obstruct any Election Judge or place in the proper performance of their job.

If an individual commits any of these prohibited acts, a Chief Judge will revoke the certificate and escort the individual from the Polling Place.

### **Electioneering**

No person or entity shall canvass, electioneer or post any campaign material in any Polling Place or within a 100-foot radius from any entrance or exit used by voters where the ballots are cast at the Polling Place.

Any person found guilty of illegal electioneering shall be fined by the Brunswick Police Department not less than fifty dollars (\$50.00) or more than five hundred dollars (\$500.00).

### **Applicability**

The provisions of this Article shall apply to all City elections in which ballots shall be cast pursuant to provisions of this chapter.

### **Distribution of article and forms to candidates**

The City Administrator shall provide for the distribution of this Article to all candidates for public office at the time such candidate(s) file for election and shall prepare and include such distribution to each candidate forms required by this article.

## **CAMPAIGN FINANCING**

### **Treasurer for Candidate, Appointment**

Each candidate for election to office may appoint one treasurer and file the name and address of the treasurer with the Board of Election Supervisors; the treasurer shall file election reports in accordance with this Ordinance.

### **Candidate Bank Account**

Every candidate for election to public office shall maintain a separate bank account for expenditures and deposit of all contributions. Each such bank account shall be opened in accordance with all applicable state and federal banking laws and be registered in a manner that identifies it as the account of the candidate.

### **Personal contributions and expenses of candidates**

Personal expenses of the candidate for filing fees, telegrams, telecopier, electronic mail, telephoning, travel and board shall not be considered contributions if paid for by the candidate.

### **Anonymous contributions**

No candidate or treasurer shall accept any contribution from an unidentified person or organization in furtherance of the candidate's nomination or election.

### **Corporate contributions**

Corporate contributions, as well as contributions from any other business entities, political clubs, political committees, political action committees, federal committees and labor unions are allowed. If a contribution is from any of the foregoing entities, the name and address of the entity itself shall be entered in the candidate's records and in the campaign finance reports.

### **Limitation of Contributions**

It is unlawful for any individual, association, unincorporated association, corporation, or any other entity, either directly or indirectly, to contribute in any election cycle any money or thing of value greater than five hundred dollars (\$500) to any single candidate or campaign committee or to contribute money in excess of one hundred dollars (\$100) except by check.

### **Election reports required**

Every candidate for election to public office, or his treasurer, shall file a report of contributions and expenditures in accordance with the provisions of this section on forms prescribed by the Board of Election Supervisors. Election reports are required by all candidates for public office, regardless of whether or not the candidate withdraws subsequent to nomination.

The report shall be filed not later than ten (10) days following the date of the City election.

The report shall contain:

- (1) The name and address of the candidate;
- (2) The name and address of the treasurer, if appointed;
- (3) Date of the report;
- (4) Name and address of each contributor;
- (5) The dollar amount of each contribution, or if not money, a description and estimated value of such non-monetary contributions;
- (6) The name and address of each expenditure
- (7) The dollar amount and nature of each expenditure
- (8) Written verification by the candidate and treasurer, if appointed.

Election reports shall be filed with the Board of Election Supervisors. The board shall maintain all reports for a period of one (1) year. Reports shall be made available for

public inspection and copying during normal business hours through the City Administrator, or designee.

### **Enforcement and penalties**

The Board of Election Supervisors shall aid in the prosecution of all offenses under this article. Except as otherwise provided herein, any person who fails to perform any duty required of him under provision of this Ordinance; or willfully violates any provision of this Ordinance is guilty of a municipal infraction and shall be punished with a fine of not more than three hundred (\$300.00) dollars.

### **Severability**

The provisions of this article are severable, and if any provisions, sentence, clause, paragraph or part hereof is held or determined to be illegal, invalid or unconstitutional or inapplicable to any person or circumstances, such illegality, invalidity or unconstitutionality or inapplicability shall not affect or impair any of the remaining provisions, sentences, clauses, paragraphs or parts of this chapter or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this chapter would have passed if such illegal, invalid, unconstitutional or inapplicable provisions, sentence, clause, paragraph or part had not been included herein, and if the person or circumstances to which this chapter to any part hereof are inapplicable had been specifically exempted herefrom.

